



# Goddard Space Flight Center Wallops Flight Facility

## Institutional Mishap Preparedness and Contingency Plan

803-GS-PLN-INST-EM-03

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<http://sites.wff.nasa.gov/code803/plans.php>



## CHANGE RECORD SHEET

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## ***1.0 PLAN CLASSIFICATION***

This plan is not classified SBU.

## ***2.0 INFORMATION***

This document is intended to provide guidance related to the initial response and reporting of institutional incidents which are not captured under any existing Program Mishap Preparedness and Contingency Plan.

## ***3.0 PROGRAM/PROJECT ROLES AND RESPONSIBILITIES***

This document applies to all personnel at WFF who respond to an incident and perform as a member of an Interim Response Team for responses to mishaps and close calls at WFF. This procedure is limited to initial Interim Response Team (IRT) activity only. It is the responsibility of the IRT to ensure initial response is completed, the area involved in the incident is restricted and deemed safe for investigative personnel, and collects evidence that will be used by the appointed Investigative Authority. Investigations of mishaps shall be conducted per GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan.

## ***4.0 PROGRAM/PROJECT DESCRIPTION***

This plan is used to respond to any mishap on Wallops Flight Facility that is not included in an existing Program level Mishap and Contingency Action Plan. This includes construction sites, administrative office areas, public areas, non-project laboratories and common facility related infrastructure, or projects that do not have approved Mishap and Contingency Action Plans.

## ***5.0 SIGNATURE REQUIREMENTS***

This document shall be developed and maintained by the Wallops Flight Facility Safety Office, Code 803. The highest required signature for this document is the WFF Safety Chief. This document supplements the GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan and is an annex to the WFF Emergency Operations Plan, 803-GS-PLN-INST-EM-01.

## ***6.0 PURPOSE AND APPLICABILITY***

This plan establishes the initial response procedure for the immediate gathering of essential facts and information associated with mishaps, incidents, and close calls occurring at the Wallops Flight Facility (WFF). This information will be used to provide detailed, factual evidence used in determining primary and causal factors, identifying corrective actions and lessons learned, and preventing recurrence of situations and factors that could lead to similar mishaps.



## **7.0 PROGRAM/PROJECT PROPERTY**

This section is not applicable to this plan.

## **8.0 HOST CENTER INFORMATION**

This plan supplements the GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan regarding incidents at the Wallops Flight Facility.

## **9.0 TEST INFORMATION**

This section is not applicable to this plan.

## **10.0 SIMULATIONS AND EXERCISES – MANDATORY SCHEDULE**

The schedule for exercises related to mishap response is generated annually and included in the WFF Safety Office planning. These exercises are managed under 803-GS-PLN-INST-EM-01.

## **11.0 AUTHORITIES AND REFERENCES**

NPR 3792.1, NASA Plan for a Drug-Free Workplace  
NPR 8621.1, NASA Procedural Requirement for Mishap Reporting, Investigating, and Recordkeeping  
NPR 1441.1, NASA Records Retention Schedule  
NASA Witness Statement Form 08-06  
GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan  
803-GS-PLN-INST-EM-01, WFF Emergency Operations Plan

## **12.0 PROCEDURES FOR MISHAP RESPONSE**

The following Annexes were designed to be printed and contained in the Response Kit as printed checklists and forms. Annex A is the response checklist and designed to be printed on one side for clipboard use. Annex B is designed for two page printing with the intention of printing large quantities and the information that needs to be retained is located on the second page.

Annex A contains the checklist used for initial response to a mishap.

Annex B contains the current NASA Witness Statement form.

Annex C contains the report form for the information required to be submitted to NASA HQ within one hour.



### ***13.0 PROCEDURES FOR PROCESSING MISHAP AND ANOMALY REPORTS***

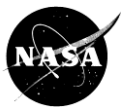
All incidents that meet the criteria for formal investigation shall be processed using this plan for initial response and the requirements of NPR 8621.1, NASA Procedural Requirement for Mishap Reporting, Investigating, and Recordkeeping and GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan.

### ***14.0 EXTERNAL RESOURCES AND SUPPORT***

Response to a mishap that requires external sources will be provided per the Mutual Aid Agreements documented in 803-GS-PLN-INST-EM-01. External resources required from Greenbelt will be acquired on an “as needed” basis per existing Memorandum of Agreement or “as required” via management request to other internal Goddard Space Flight Center directorates.

### ***15.0 IRT TRAINING AND MEMBERSHIP REQUIREMENTS***

All personnel will be trained to the requirements for GPR 8621.4, GSFC Mishap Preparedness and Contingency Plan. There are no additional training requirements for institutional mishap response at this time.



**ANNEX A**

Initial Response Checklist for IRTs

INITIAL RESPONSE CHECKLIST FOR IRTs			
Hard copies of the required forms are located in the IRT Response Kit.			
Completely fill out this checklist and submit to the Investigating Authority.			
√	Initials	Date	Action
<u>Initial Report</u>			
			Time/Date:
			Printed Name of Individual Making Report:
			Injuries (Yes or No):
			Notify Emergency Services, if necessary (Yes or No) (explain any No answers):
			Property Damage (list below):
			Brief Summary of Event:
			Personnel (list names and mark <u>Involved</u> or <u>Witnessed</u> )
			Location/Time of Event:



✓	Initials	Date	Action
<u>Significant Mishap</u>			
			Verify Emergency Services and Security (WFF Fire Department 911) have been notified.
			Verify Emergency Services or Security notified the WFF Safety Office or contact the office at 757-824-1625.
			Complete ANNEX C- HQ/OSMA 1-Hour Phone Report Form and verify NASA HQ Mishap Investigation Program Manager has been notified. (202-358-0603 or 321-861-2312 or 202-384-8062)
<u>Deploy IRT</u>			
			Acquire Ready Response Kits in building E-107, Room 101.
			Notify the Office of Communications, if appropriate (757-824-2958 or 1579 or 1139 or 757-894-4152 after hours).
			Notify Legal, if appropriate (301-286-9181).
<u>Secure Mishap Site</u>			
			Verify personnel adhere to the PPE requirements as defined by the WFF Safety Office or Incident Commander.
			Assist Incident Commander, as requested, until the site is secured and turned over to the IRT.
			Securing the mishap site may involve changing the locks to the room where the mishap occurred. Call the NASA protective services locksmith at x1421 to have the locks changed. If mishap site cannot be locked up, contact NASA Protective Services at 1300 for assistance with site securing (officer may need to be posted). NOTE - Anyone requesting access to the site shall be accompanied by a member of the IRT until the mishap site is turned over to the investigating authority
			Verify all hazards are controlled to limit additional injury to personnel or property damage. NOTE-Evidence preservation actions shall not hamper essential emergency response operations.





Initials	Date	Action
<u>Preserve Evidence</u>		
		Brief personnel not to move or disturb any items, equipment, or debris.
		Make all attempts to preserve as much evidence as possible, including covering and/or bagging evidence, isolating the area, and preventing unauthorized entry in the mishap site.
		Record environmental factors such as ice, snow, etc., if applicable.
		Draw area map showing details of the mishap site, including witness locations and location of evidence, if applicable.
		<p>Photograph the immediate area involved.</p> <p><u>Comment:</u></p> <p>Take pictures of all items relevant to the event, which may include parts, equipment, panel switch positions, smoke, buildings, personnel, injuries, vehicles, etc.</p> <p>Reference the size of parts or pieces with a ruler or similar device to show actual size.</p> <p>Document the scene using drawings and photographs</p>
		<p>Collect evidence by bagging and identifying by number system the location of each item.</p> <p>NOTE- Use the forms in the IRT Response Kit to document evidence collection. Chain of Custody must be maintained for personal effects and belongings.</p>
<u>Impound Data</u> (Only Federal employees on the IRT shall support this effort.)		
		<p><u>Comment:</u></p> <p>The Safety Office, supported by the IRT and Security Office personnel and supervisor, shall impound data, records, tapes and other data types related to the mishap.</p>



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			<p>WFF Safety Office shall control access to all impounded items until they are released by the Investigating Authority.</p> <p>For mishaps at contractor or subcontractor sites, the IRT shall work through the Contracting Officer, with guidance from the Legal Advisor, to obtain and impound data.</p> <p>NOTE- Use the Evidence Property Tag Form and the Mishap Investigation Evidence Log Form to document evidence collection.</p>
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✓	Initials	Date	Action
<u>Drug Testing</u>			
			<p>Advise supervisor if drug testing will be requested.</p> <p><u>Comment:</u></p> <p>Drug testing is mandatory if event includes fatality or injury requiring immediate hospitalization or damage estimated to be in excess of \$10,000 to government or private property.</p> <p>Call the NSSC at 1-877-677-212 for Federal employee testing.</p> <p>Contractor testing is dependent upon the contract.</p>
<u>Collect Witness Statements</u> (Only Federal employees on the IRT shall support this effort.)			
			<p>NOTE- Use the form in ANNEX B for collecting witness information.</p> <p>Read privacy statement to witness at start of formal interviews.</p>
			<p>Interview immediate supervisor and witnesses. Determine the following, if applicable:</p> <ul style="list-style-type: none"><li>• Who was involved?</li><li>• Were other personnel in the area (Yes or No)?</li><li>• Make a list of all possible witnesses:</li><li>• What happened (who, what, when, where, how)?</li></ul>



✓	Initials	Date	Action
			<ul style="list-style-type: none"><li>• Were personnel adequately trained (Yes or No) (Verify training records and explain any No answers.):</li><li>• Were personnel following approved procedures (Yes or No) (Verify procedures and explain any No answers):</li><li>• What does he/she believe caused the incident (Collect this data separately from each person, if possible.): <u>Who</u> <u>Cause</u></li><li>• Did the operation require an approved safety plan (Yes or No) (Verify safety plan and explain any No answers):</li></ul>
			<p><u>Coordinate Release of Updated Information to Public</u></p> <p>Comment:</p> <p>The AA/PAO Office of Communication, Code 130 shall release information to the press and media. Public Affairs contact numbers are 757-824-1579 or 757-894-4152 after hours.</p> <p>Notify Legal if appropriate at 301-286-9181.</p>



## ANNEX B

# National Aeronautics and Space Administration Written Witness Statement Form



### Witness Statement

It is important that witnesses be interviewed as soon as possible after the occurrence of a mishap in order to obtain the best recall of information that might assist in the identification of causal factors. Immediately after a mishap, this form must be completed by the witness. The written statement is intended to describe the witness's account of the mishap including a description of the sequence of events, facts, conditions, and/or causes of the mishap. The form will be collected by the NASA Center Safety Office or the NASA Interim Response Team.

The purpose of the NASA safety mishap investigation is to identify the proximate cause(s) and root cause(s) of the mishap and to develop recommendations that prevent the occurrence of similar mishaps. The NASA safety mishap investigation process conducted per the NASA Procedural Requirements 8621.1 (NPR 8621.1) does not assess blame and is completely separate from any proceedings the Agency may undertake to determine civil, criminal, or administrative culpability or liability.

Your testimony is entirely voluntary, but we hope that you will assist the investigating authority to the maximum extent of your knowledge of this matter.

Your testimony will be documented and retained as part of the mishap report background files but will not be publicly released with your name as part of the mishap report. The investigating authority will make every effort to keep your testimony confidential and privileged to the greatest extent permitted by law.

Note: There are three circumstances when your testimony may be released from the control of the investigating authority and would no longer be considered privileged:

1. When the investigating authority or NASA is ordered to release the testimony by a court or administrative body outside NASA.
2. When the Inspector General (IG) makes a written request to the NASA Administrator. The IG, by law, is permitted access to all records, reports, audits, reviews, documents, papers, recommendations, or other material available to the applicable establishment which relate to programs and operations. The Office of Inspector General rarely makes this request. The IG respects and, as a general rule, will defer to the disclosure restrictions attendant to NASA mishap investigations. Upon receipt of such testimonial information, the IG will consider it to be confidential witness testimony and will treat it as such to the full extent required by the Inspector General Act of 1978.
3. When NASA experiences the loss of a Space Shuttle, the loss of the International Space Station, or its operational viability, or the loss of any other U.S. space vehicle carrying humans. By law, an independent Presidential Commission will be formed and the contents of this written statement may be provided to the Commission.

I have read the above information and understand that NASA will make every effort to protect the information provided to the greatest extent permitted by law, and I understand the three circumstances when my testimony may be released.

Signature: \_\_\_\_\_

Date of Witness Statement: \_\_\_\_\_

Time of Witness Statement: \_\_\_\_\_



This page intentionally left blank.

The Witness Statement is intended to be printed as a two page, two-sided document.



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Safety Office

Witness Info

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company/Department: \_\_\_\_\_

Mail Code: \_\_\_\_\_

Job Title: \_\_\_\_\_

Age: \_\_\_\_\_ Years in Job: \_\_\_\_\_

Time of Mishap: \_\_\_\_\_

Your Location at Time of Mishap. (If needed, you may draw on the back of this form to show your location in reference to other objects, equipment, or people):

Building and Room

\_\_\_\_\_

Additional Details About Your Location

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Activity At Time of Mishap:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe to the best of your memory **what happened** at the time of the mishap.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Wallops Flight Facility**  
Safety Office

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Continue description of **what happened** at the time of the mishap. You may write on the back of this form (or request another page) if you need additional space.

Please describe **why** you think the mishap occurred.

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Witness Signature





*ANNEX C*

<b>Headquarters OSMA 1-Hour Phone Report (Follow With Immediate Email)</b>	
<b>Call: 202-358-0603 or 321-861-2312 or 202-384-8062</b>	
Mishap Type:	
Date of Mishap:	Time of Mishap:
Location of Mishap:	
Type of Injury, Illness or Fatality:	
Type of Employee Injured (Civil Service, Contractor, Grantee, Public, Other):	
If Contractor or Grantee, Name of Company or Organization:	
Type of Property Damage:	
Estimated Direct Cost of Property Damage:	
Mission Affected (If Applicable):	
Program Affected (If Applicable):	
Description of Incident:	
Actions Taken to Date:	
Date of Report:	Time of Report
Author of Report:	
Author's Phone Number:	
Center Reporting Mishap:	